

Garrett Park Archives Committee

Minutes April 4, 2011

Attending: Charlie Snyder, Kay Hager, Jim Agenbroad, Nancy Walz, Jack Mandel

Charlie reported on the March 14th Town Council meeting where he and Marion very effectively pitched the importance of adequately funding the Archives. Jack confirmed that the Council would release remaining funds for FY2011 and “money would be there” as we need it, in addition to the money already budgeted for FY2012. We have to present a specific need and the Council will seriously consider funding it.

Because there was much searching for the correct budgeted amounts, this is what we came up with, but needs to be confirmed:

For FY2011, budget line #11320 “Archives” (meant for supplies & equipment) has \$3,100 remaining.

Line #11310 “Archival Services” (meant for consultant) has \$5,000.

For FY2012,

#11320 “Archives” has \$3,000.

#11310 “Archival Services” has \$7,100.

As far as hiring a consultant, the Committee agreed to explore all free possibilities first. Charlie has already contacted several nearby towns with Archives and/or Archivists and will be arranging field trips for us to tour and interview them (i.e. Sandy Spring Friends Museum, MD County Historical Society, Washington Grove, Laytonsville). We’ll invite some to see our Archives as well. Jack referred to Washington Grove’s website and suggested we find out if they integrated their Archives into it. We’ll prepare a set of interview questions, based on Glenda Ingham’s from last year.

Three volunteers have offered to help transcribe oral history tapes since Charlie advertised that we needed help. We’ll let each volunteer try one out and we’ll also consider having them summarize the major points/anecdotes rather than transcribe word for word, which will take much longer. Still need to research online what the best transcription equipment is and by talking with other archivists, we’ll determine best practices. More discussion about this process followed.

Next up we looked over Jim’s draft of the Archives vision statement and generally agreed that the fourth approach came closest to describing the Archives mission. Jim also wrote a thorough job description for a future archivist. We agreed we should change the word “employee” to “contractor” since the archivist would function as a freelancer basically, not a Town employee. No word back from the AU student researcher but we’re looking forward to how the Archives can help his inquiry on non-citizen voting because it will serve as a good test case of the value of the Archives.

Next steps:

Organize several field trips to other Archives -- Charlie and Glenda have contacted them. Interview them with a set of useful questions, which will help the committee move forward. Continue to research transcription equipment.

Next meeting: TUESDAY, MAY 3TH at Town office